

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

WHOLE SCHOOL POLICY FOR HEALTH AND SAFETY ON EDUCATIONAL VISITS IN THE SENIOR DEPARTMENT

SCOPE: This policy covers all pupils attending Bridgewater Senior School. For the purposes of this policy an educational visit is any event which takes place outside the school premises. Educational visits play a major role in the education and development of all students. They can contribute significantly to personal and social education through the use of problem solving methods and approaches, and through encouraging responsibility, self-confidence and self-reliance.

1. General Statement of Policy

1.1 The aim of this policy is to encourage educational visits by providing staff with a system which will give them the confidence to plan and carry out such trips knowing they are following recognised best practice and have done all they can to ensure a safe and successful visit.

1.2 It is the policy of the School that educational visits should be conducted in such a manner as to safeguard and promote the Health and Safety of all pupils and staff involved in the visit. If the party leader is doubtful about any aspect of safety, then the visit or associated activity should not proceed. All staff involved in the trip are to have read this policy and any relevant, specific activity policies before departure.

Bridgewater School adopts the requirements of the Education (Independent School Standards) (England) Regulations 2014. We also take into account the guidance of 3 documents: Health and Safety on Educational Visits (2018), Health and Safety: Department for Education Advice on Legal Duties and Powers for LAs, Head Teachers, Staff and Governing Bodies (Nov 2018) and School trips and outdoor learning activities: Tackling the health and safety myths. (HSE). Further advice can be found on the DfE website. The Handbook for Group Leaders is particularly relevant as it gives guidance to leaders on accepted good practice. These documents can be downloaded from the website. In addition, the OEAP website has invaluable advice on supporting good practice for off-site learning.

2. Legislation

2.1 The following legislation applies to this policy:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999 and amended regulations 2006
- The Equality Act 2010
- Special Educational Needs and Disability Discrimination Act 2001
- Work Related Driving Policy
- Adventure Activities Licensing Regulations 2004 and Adventure Activities Licensing Regulations (amendment) 2008

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day

Complete a request for trip form (white form).

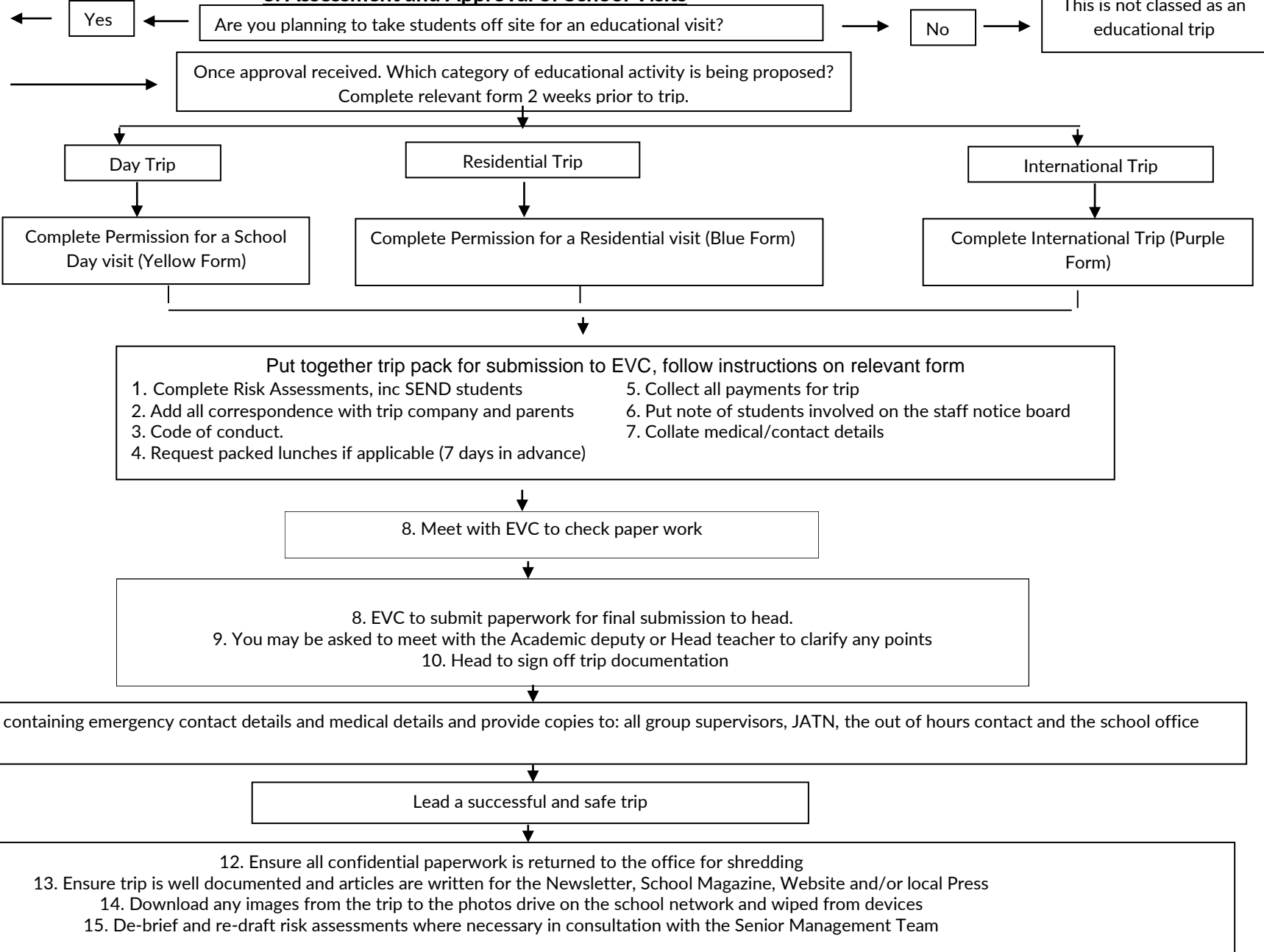
Confirm date on calendar from Academic deputy.

Obtain quotes and draft itinerary and agree costs with finance manager.

Submit to EVC with draft letter to parents.

Await approval.

3. Assessment and Approval of School Visits



4. Responsibilities

Individual accountabilities for the implementation of this policy are as follows:

4.1 The Board of Governors - for ensuring that there is an effective policy for Health and Safety at Work in respect of its employees and learners on educational visits and that it is reviewed and updated on a regular basis.

4.2 The Headteacher - for ensuring that the procedures in place for educational visits satisfy the requirements of the guidelines provided by the DfE, and for authorising high risk activities and foreign visits. The Headteacher acts as the Educational Visits Co-ordinator for the school.

4.3 Trip Leaders - for ensuring that all relevant documentation and risk assessments have been completed prior to the visit. They should also ensure that:

- suitable and sufficient controls are in place to manage the risks identified by the risk assessment;
- the Trip Leader has the necessary competence and experience for the role;
- checks have been made on the safety standards and liability insurance of external providers. Wherever possible the organisations used should hold the LOtC (Council for Learning Outside the Classroom) Quality Badge. Where an organisation has been chosen that does not hold this they should ensure that checks are made on the chosen company in respect of: insurance, legal requirements being met, health and safety emergency policies, risk assessment and control measures, their use of vehicles, staff competence, safeguarding, accommodation, any sub-contracted arrangements, any licences held.
- When planning an activity involving caving, climbing, trekking, skiing or water sports (except rowing) that the provider has a licence as required by the Adventure Activities Licensing Regulations 2004.
- adequate child protection procedures are in place;
- training needs have been assessed by a competent person and the needs of the staff and students have been considered;
- ratio of staff to students is appropriate; Health and Safety of Pupils on Educational Visits DfEE (1988) dictated that a guideline ratio of 1 member of staff to 15 students was required with one spare member of staff in case of emergency. We adhere to these guidelines in principle, and quite often we allocate a ratio of 1:10.
- parents have signed consent forms for under 18's;
- arrangements have been made for the medical needs and special educational needs of all the students;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- there is adequate and relevant insurance cover; and
- the Trip Leader, Trip Supervisors, School Office and Emergency Contact have copies of the agreed emergency procedures, including the names of all the adults and students travelling in the group, and the emergency contact details of next of kin.
- there are suitable arrangements in place for funding the visit (School/Department budget or external funding) &/or charging students for the cost(s) involved.

4.4 The Senior Management Team - for ensuring that all relevant documentation and risk assessments have been completed prior to the visit. They should also ensure that all the above actions relevant to the Head of Department/Trip Leader have been checked and confirmed.

4.5 The Trip Leader will have overall responsibility for the supervision and conduct of the visit and should have regard for the health and safety of the group. The Trip Leader should:

- obtain the Senior Management Team's agreement before any offsite visit takes place;
- obtain the Headteacher's authorisation before any high risk activities or foreign visits take place; or in their absence one of the Deputy Heads.
- where appropriate, complete a reconnaissance trip prior to departure
- comply with the requirements of this policy and any other relevant guidelines and policies;
- appoint a deputy;
- clearly define each group supervisors' role (where applicable) and ensure all tasks have been assigned;
- be able to control and lead students of the relevant age range;
- be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues;
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning, preparation and paperwork of the visit including the briefing of group members and parents (where necessary);
- undertake and complete a comprehensive risk assessment;
- review regularly undertaken visits/activities and advise relevant staff where adjustments may be necessary;
- ensure that staff and other supervisors involved in the visit are fully aware of what the proposed visit involves;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of staff to students is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the students is unacceptable, and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the school emergency contacts;
- ensure that group supervisors and school emergency contacts have a copy of the emergency procedures;
- ensure that the group's staff and other supervisors have the details of students' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

4.6 Adult volunteers on the visit should be clear about their roles and responsibilities during the visit. Adult volunteers acting as supervisors must:

- Be DBS checked by the school
- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and staff supervisors and help with control and discipline; and
- speak to the group leader or staff supervisors if concerned about the health or safety of students at any time during the visit.

4.7 Students also have responsibilities during educational visits. The group leader should make it clear to students that they must:

- complete, sign and date a Code of Conduct specific to the trip
- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- if abroad, be sensitive to local codes and customs; and
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any student whose behaviour may be considered to be a danger to themselves or to the group prior to departure may be stopped from going on the trip. Should this situation arise no monies will be refunded to the student's family. Any student whose behaviour may be considered to be a danger to themselves or to the group during the trip may be sent home at the discretion of the Trip Leader and/or Headteacher at the cost of the student involved.

4.8 Parents of under 18's should be able to make an informed decision on whether their child should go on the trip. The group leader should ensure that parents are given sufficient information about the trip. The group leader should inform parents as to how best prepare their child for the trip by, for example, reinforcing the trips code of conduct or organising a parents information evening prior to departure. Parents should also be asked to agree the arrangements for sending a student home early and who will meet the cost.

Note: Children must still be pupils at the school to attend and any monies paid should the child no longer be a pupil will not be refunded.

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Reviewed by the Head Teacher and Senior Management Team – May 2024